

JUVENILE DETENTION CASE MANAGER

NATURE OF WORK

Under the direction of the Juvenile Detention Administrator, performs administrative and counseling duties, in developing, and implementing a Case Management Program for the Eastern Arizona Regional Juvenile Detention Facility.

TYPICAL DUTIES

Manages a caseload of up to 25 juveniles; organizes and updates juvenile case management files; conducts individual, group or family counseling sessions related to specific programs or individual plans; conducts commitment reviews and develops program plans for each juvenile by assessing individual security, medical, psychological, and educational needs; determines facility programming needs, developing and implementing programs based upon those needs; prepares and submits progress and other reports to agencies responsible for juveniles; conducts chemical dependency assessments; performs release planning and other responsibilities related to client programming and case management as outlined in the Federal Statement of Work for Federal Juveniles; performs other duties as assigned by the Detention Administrator.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the essential elements of programming including vocational training, career development, independent living preparation, financial responsibilities, wellness, stress management, physical fitness, recreation, interpersonal skills, family responsibilities, legal rights/responsibilities, crime victim awareness,, gang resistance, chemical dependency testing & treatment, religious services, cultural activities, counseling and psychological services; ability to determine Juvenile Detention Facility programming needs and evaluate local, state or federal resources available to meet those needs; ability to develop initial treatment plan with juveniles within 14 days Of arrival, complete weekly reviews and update the plan as necessary; ability to perform Case Management Services through: individual or group participation, counseling, goal attainment, substance abuse or mental health evaluation, family and reintegration Preparation and personal care monitoring; ability to become involved with the family members of the juvenile and conduct pre-release counseling sessions in order to provide closure; ability to complete Sex Offender treatment training and assist with completion of assignments and assessments in the absence of the therapist; ability to ensure that individual juvenile files are current, complete, secure, and otherwise in compliance with policy and contractual specifications; ability to ensure timely preparation and submission of Progress Reports to the agency responsible for each juvenile; ability to develop a release plan six months prior to release date.

MINIMUM QUALIFICATIONS

BA/BS degree in Social Services or related field plus two years of related experience, preferably in working with troubled or incarcerated juveniles. The ideal candidate will have prior experience or training, in the following subjects: Substance Abuse Counseling & Education, Sex Offender Counseling, Job Preparation, GED Certification, Life Skills, Crime Victim Awareness, and Stress/Anger Management.